



**VOUNTEER
FLORIDA**

Celebrating 10yrs

www.volunteerflorida.org

The Governor's Commission

**401 South Monroe Street
Tallahassee, FL 32301
(850) 921-5172 voice/tty
(850) 921-5146 fax**

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Commissioners

24 October 2003

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Vice Chair
Carl Weinrich
Treasurer

Ms. Jeri Bush
Director
Leon County Volunteer Center
918 Railroad Ave.
Tallahassee, FL 32310

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Flora Woodfaulk
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Alex Amparo
Interim
Chief Executive Officer

Dear Jeri:

Per our conversation yesterday, this letter is to inform you of Volunteer Florida's approval to allow the Leon County Volunteer Center to sub-grant your Operation Step Up initiatives to the Capital Area Chapter of the American Red Cross.

The Leon County Volunteer Center shall remain accountable for all terms set forth in the Operation Step Up contract, including the maintenance of program records, achievement of objectives, and the submission of quarterly progress reports to Volunteer Florida. In its quarterly progress reports, the Leon County Volunteer Center should document the accomplishments both it and the Capital Area Chapter of the American Red Cross have achieved in Operation Step Up objectives.

The Center must submit a copy of its contract with the Capital Area Chapter of the American Red Cross to Volunteer Florida. Financial reimbursement must be requested by and will be sent to the Leon County Volunteer Center. The Center will be responsible for reimbursing its sub-grantee.

Volunteer Florida acknowledges your center's working relationship with the American Red Cross, especially in the accomplishments made during Operation Step Up in the last year. We wish you continued success this year. If you have further questions, please contact me at 414-2979.

Sincerely

Alfred L. Claud
Emergency Management Program Coordinator

Cc: Alex Amparo, Merrilee White

**Volunteers Change Lives!
Strengthening Florida's
Communities Through
Volunteerism and Service**